

October 27 1954

TO : Assistant Director for Personnel

FROM : Director of Security

SUBJECT : Notification of Membership in the Career Staff

REFERENCE: Memo dtd 19 Oct. 54 to D/S and General Counsel from
AD for Personnel

1. The reference requests concurrence of this Office in the proposed procedure for notification of membership in the Career Staff, and asks for assistance in the framing of such instructions as may be required for notifying overseas personnel or other persons who may be precluded from receiving the proposed form.

2. This Office concurs in the proposed procedure and offers the following recommendations for the guidance of the Career Service Boards in notifying Agency employees who have been selected for membership in the Career Staff:

a. Distribution for the formal letter of notification (Attachment "A") be restricted to overt personnel residing within the United States.

b. Individuals whose duties preclude identification with the Agency either within the United States or stationed overseas should be officially advised through usual administrative channels of their membership in the Career Staff and that official notification thereof has been placed in their Personnel Folders. These individuals may obtain the official notification when they meet the requirement indicated above.

c. Persons receiving the document should be requested to treat it as they would a personal paper of a confidential nature.

/s/

Sheffield Edwards